

## Bus Driver Hiring Checklist:

Transportation supervisors should ensure the following minimum requirements are met when hiring a new bus driver.

- ☐ Must be at least 25 years of age
- ☐ Employee application with CDL previous employment references.
- ☐ Employee's written consent authorizing employer to check previous drug and alcohol testing records.
- ☐ Medical Certificate (DOT Physical)
- ☐ 2C Form/Certificate/Letter
- ☐ CDL with Passenger (P) and School Bus (S) endorsement
- ☐ Pre-employment Drug Screening
- ☐ Entry Level Driver training (Should complete training prior to driving students.)

This list may also include things such as hire authorization forms, orientation process, tax forms, direct deposit form, emergency contact form, special needs training, first aid and CPR training, etc.

## Bus Driver Personnel File Checklist:

Transportation supervisors should ensure the following items on are kept on file for all bus drivers.

- ☐ Background check (Fingerprint and MVR) (Every 5 years if driving school administered child care students)
- ☐ Employee application with CDL previous employment references.
- ☐ Employee's written consent authorizing employer to check previous drug and alcohol testing records.
- ☐ Annual MVRs (Motor Vehicle Records can be obtained through the Dept. of Safety)
- ☐ Copy of current DOT Medical Certificate
- ☐ Copy of current CDL License with P and S endorsement
- ☐ Pre-employment Drug Screening (and any random/post-accident/suspicion-based drug screening results)
- ☐ Entry Level Driver Training Completion Form (for all drivers hired after Jan. 1, 2018)

